

REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR DESIGN-BUILD SERVICES

Project Name: Pool Pump Pit Modifications
CIP Project Number: PR105
Contract Number: 2015-7012-0514

1.0 REQUEST FOR QUALIFICATIONS

The Town of Gilbert invites experienced Design-Build teams to submit Statements of Qualifications (SOQs) for the above referenced project.

2.0 INSTRUCTIONS

Sealed Statements of Qualifications will be received at the Town of Gilbert Clerk's Office, Municipal Center, 50 East Civic Center Drive, Gilbert, Arizona 85296 until 5:00 p.m. MST, 12/17/14. One (1) original, six (6) copies and one (1) electronic copy, CD of the SOQ must be submitted in a sealed envelope clearly marked: "SOQ for Design-Build Services: Pool Pump Pit Modifications, CIP Project Number PR105, and Contract Number 2015-7012-0514. **Any Statement of Qualifications received at the wrong location, unsealed or after the time specified will not be accepted and shall be returned without being opened.** It is the firm's responsibility to assure Statements of Qualifications are received at the above location on or before the specified time.

The SOQ shall include a one-page cover letter plus a maximum of Twenty (20) pages to address the SOQ criteria specified in Section 8 (including organization chart and schedule). Exhibit A shall not be counted toward the twenty (20) page limit.

Please be advised that failure to comply with the following criteria will be grounds for disqualification:

- Receipt of submittal by the cut-off date and time specified.
- Receipt of submittal at the proper location.
- Receipt of a sealed submittal package.
- The number of originals and/or copies of the submittal specified.
- Adherence to maximum page requirements.
- Acknowledgement of all addenda in the cover letter.

Adherence to the maximum page criteria is critical; each page side (maximum 8-1/2" x 11") with criteria information will be counted. Pages and tabs that have photos, charts, graphs or criteria information will be counted towards the maximum number of pages. The minimum allowable font size shall be 11.

A pre-submittal conference will be held on 12/3/14, at 10:00 a.m. at the following location: Municipal Center, 50 East Civic Center Drive, Gilbert, Arizona 85296, Conference Room 300. A site visit will follow the meeting. Attendance at this meeting is not mandatory but it is highly recommended since vital information necessary to the understanding of the Project and the

selection process will be discussed. It is not necessary for all members of a Design-Builder's team to be represented, however, the Design-Builder will be held accountable for receiving and applying all information provided as a result of this conference.

Remarks and explanations provided at the pre-submittal conference shall not qualify or amend the terms of the Request for Statements of Qualifications unless provided in writing by addenda.

3.0 GENERAL DESCRIPTION OF PROJECT

GILBERT intends to upgrade the pool pump pits at Mesquite Aquatic Center, Greenfield Pool, Williams Field Pool and Perry Pool to allow staff to shut off valves without entering into the pool pump pit areas. The Preliminary Project Description is attached. GILBERT's program budget for the project is approximately \$193,000.

4.0 SCOPE OF WORK

The Town of Gilbert intends to procure through a one-step selection process, a Design-Builder to design and construct the improvements described in Section 3 above. This project will be constructed pursuant to A.R.S. 34-601 et seq.

5.0 SOQ FORMAT AND SCORING

The SOQ shall be formatted and scored as follows:

SECTION	MAXIMUM SCORE
Project Understanding	15
Project Management Approach	10
Procurement	5
Proposed Project Manager	20
Proposed Project Staff	20
Business History	10
REFERENCES	
References (Past performance verification)	15
OVERALL QUALITY OF SOQ	<u>5</u>
Total Maximum Points	100

6.0 DESIGN-BUILD ONE-STEP SELECTION PROCESS

6.1 **Initial Ranking:** This procurement will use a one-step selection process. GILBERT requests Statements of Qualifications (SOQ) and appoints a selection committee which will evaluate each SOQ based strictly on qualifications and using the criteria and weighting shown in Sections 5 and 7. The selection committee will rank a minimum of the three (3) best-qualified Design-Builders based on ordinal scores. Total points will be utilized as a tie-breaker. No interviews will be conducted during this phase of the

selection process. If there are less than three firms that submit SOQs the number of firms ranked will be adjusted accordingly.

6.2 **Interviews and Selection:** NA, no interviews

6.3 **Contract Negotiation:** Upon completion of the final rankings, GILBERT will enter into negotiations with the highest ranked firm for a pre-construction phase services contract for the Project. If a contract cannot be successfully negotiated with the highest ranked firm, then negotiations will be terminated with that firm and GILBERT will enter into negotiations with the next highest ranked firm until an agreement is reached or an impasse is declared. During the pre-construction phase GILBERT intends to negotiate a Design-Build contract.

7.0 STATEMENT OF QUALIFICATION REQUIREMENTS

Firms interested in providing Design-Build services must submit a Statement of Qualifications (SOQ) that addresses the following issues:

7.1 Project Understanding

Response must demonstrate your comprehension of the objectives and services for the proposed Design-Build contract. Do not merely duplicate the Anticipated Scope of Work described in this Request for Qualifications (RFQ).

- Describe and demonstrate your firm's/team's comprehension of the goals and objectives of this project.
- Define any assumptions made in formulating criteria for your response.
- Discuss the major issues your team has identified on this project and how you intend to address those issues.
- Provide a proposed project schedule identifying all the key milestones through design and construction.

7.2 Project Management Approach

Response must describe the administrative and operational structures that will be used for performing the proposed Design-Build contract.

- Provide an organization chart showing key personnel identified in Paragraphs 8.4 and 8.5 below. The chart shall indicate lines of authority, points of contact, and percentage of weekly times that each individual will be committed to this project.
- Identify where various contract services will be performed and how communications will be maintained between your Project Staff, the Town of Gilbert and key stakeholders.
- Describe your firm's project management approach and team organization during design and construction phase services of the Design-Build process.
- Describe your firm's process for managing subcontractor's work.

7.3 Procurement

Explain your process to purchase materials and long lead equipment in a timely manner. Describe the processes and procedures for vendor inspection, expediting, witness testing, inspection, storage and maintenance. Further explain when each of the above is applicable and the reporting mechanism to assure each has been accomplished. As a minimum, provide references for two recent projects on which this procedure has been implemented.

Subcontractor Selection Plan – Explain your process for selecting subcontractors based on qualifications alone or a combination of qualification and price. Subcontractors may NOT be selected based on price alone. Implementation and approach must be specific to this project.

7.4 Proposed Project Manager

Response must name the Project Manager (PM) directly responsible and engaged in the work. Describe the work to be performed and detail the PM's specific qualifications and substantive experience directly related to the proposed Design-Build contract. A response prepared specifically for this proposal is required. Focus on the proposed PM's specific duties and responsibilities and how project experience is relevant to the proposed Design-Build contract.

- Identify the employer.
- Include Professional Registrations.
- Indicate length of time with firm.
- Indicate state of residency.
- Describe the individual's qualifications in terms of education and experience, including project managerial experience and any particular style and skills that will benefit this project.
- List similar projects and/or Design-Build projects for which the individual has had managerial responsibility. Please state whether or not the proposed project manager has experience with the Design-Build project delivery method.
- Discuss both current and potential time commitments of the proposed Project Manager to all clients.

- List professional references (contact persons and telephone numbers) for the projects listed in Item f.

7.5 Proposed Project Staff

Response shall name the key staff from the firm and its subcontractors/subconsultants, who will perform the functions deemed necessary to accomplish the Design-Build services for the proposed project. Describe the work to be performed by each key staff member and detail their specific qualifications and substantive experience directly related to the proposed Design-Build contract. A response prepared specifically for this

proposal is required. Focus on the individuals' specific duties and responsibilities and how project experience is relevant to the proposed Design-Build contract. For each key staff member of the firm and its subcontractors who will be involved in the project:

- Identify the employer.
- Include Professional Registrations.
- Indicate length of time with firm.
- Indicate state of residency.
- Describe the individuals' qualifications in terms of education and experience, including project managerial experience and any particular style and skills that will benefit this project
- Identify the staff members' responsibility on the proposed project.
- List projects for which the individual has had similar responsibility.
- Discuss both current and potential time commitments of the key staff members to all clients.
- List professional references (contact persons and telephone numbers) for the projects identified in Item g.

7.6 Business History

Response shall provide a general description of the firm and its subcontractors/subconsultants proposing to provide the pre-construction services and general construction services described herein. Explain the legal organization of the proposed firm or team. Provide the following information:

- List the Arizona professional licenses held by the firm/team.
- Identify any contract or subcontract held by the firm or officers of the firm, which has been terminated within the last five years. Identify any claims arising from a contract which resulted in a formal claim being filed with a public entity pursuant to A.R.S. 12-821.01 or has resulted in litigation or arbitration within the last five years. Briefly describe the circumstances and the outcomes.
- Identify at least three projects in Arizona where the proposed team was the Design-Builder of record and/or three comparable projects in which the firm/team served as the Design-Builder, designer or contractor. For each comparable project identified, provide:
 - (a) Description of project.
 - (b) Role of the firm.
 - (c) Project's original contracted construction cost and final construction cost.
 - (d) Construction original start and completion dates and actual construction start and completion dates.
 - (e) Project Owner.
 - (f) Reference information (Owner/Owner's Representative directly responsible for managing the project).
- Identify the location of the firm's principal office, and percent of the work expected to be done locally.
- Discuss support personnel and their experience.

- Discuss facilities, equipment, and tools at your disposal.
- List of all the Town of Gilbert's projects where the firm/team provided Design-Build, design or construction services in the last five years either completed or ongoing.

7.7 Overall Quality of SOQ

The overall evaluation of the Design-Build team and its perceived ability to provide the required services will be considered along with the evaluator's perception of the clarity, completeness and presentation of the Statement of Qualifications.

This is to be determined by the selection panel members. No submittal response is required. INFORMATION OBTAINED FROM THE STATEMENT OF QUALIFICATIONS AND FROM ANY OTHER RELEVANT SOURCE, MAY BE USED IN THE EVALUATION AND SELECTION PROCESS.

7.8 Additional Information (Pass/Fail): The Design-Build SOQ shall include the information requested below. Failure to provide the information requested may result in the SOQ being considered non-responsive.

- EXCEPTIONS – THE DESIGN-BUILDER SHALL CERTIFY THAT IT TAKES NO EXCEPTIONS TO THE RFQ OR STANDARD CONTRACT THAT WOULD PRECLUDE THEM FROM EXECUTING THE CONTRACT WITH GILBERT.
- Addenda – The Design-Builder shall confirm, in their cover letter, receipt of all addenda issued under this RFQ. It is the Design-Builder's **sole responsibility** to confirm all addenda issued to the RFQ.
- GILBERT understands the existence of a number of possibilities for legally qualified Design-Build entities. The entity signing the Design-Build contract must be a licensed contractor in the State of Arizona. The Design-Builder shall identify which entity they are submitting as. GILBERT will accept proposals from the following:
 - (A) Constructor-Architect/Engineer: Under this Design-Build organizational format, the Design-Builder is a licensed contractor who holds the appropriate license for the scope of work of this project and retains an architectural/engineering subconsultant to perform necessary design services and retains subcontractors to complete the project.
 - (B) Engineer/Architect-Constructor: Under this Design-Build format, the Design-Builder is an architect/engineer and subcontracts with a constructor and subcontractors to complete the project.
 - (C) Limited Partnership-Joint Venture: Under this format, separate entities form a limited partnership or a joint venture (a general partnership) and the combined entity is the Design-Builder. The Design-Builder retains subcontractors to complete the project.

- (D) Existing Design-Build Corporations: Under this format, existing Design-Build Corporation is structured such that the corporation is licensed to perform Design-Build services and the engineering and construction expertise is already contained within the team's operating organization format. The Design-Build Corporation retains subcontractors for completion of the project.
- Include financial arrangements under any Joint Venture agreement.
- Bonding Requirements: Submit evidence establishing that the respondent has the capacity to obtain all required payment and performance bonding, liability insurance, and errors and omissions insurance, as well as a financial statement assuring GILBERT that the Design-Builder has the capacity to complete the project.
- Declaration: Provide a declaration that the Design-Builder has not had a surety company finish work on any project within the past five (5) years.
- Declaration: Provide a declaration providing detail for the past five (5) years concerning the following:
 - (A) Civil or criminal violations of the Occupational Safety and Health Act against any member of the Design-Build entity.
 - (B) Civil or criminal violations of the Contractor's State License Law against any member of the Design-Build entity.
 - (C) Any conviction of any member of the Design-Build entity of submitting a false or fraudulent claim to a public agency.
- Civil or criminal violations of federal or state law governing the payment of wages, benefits, or personal income tax withholding, or of Federal Insurance Contributions ACT (FICA) withholding requirements, state disability insurance withholding, or unemployment insurance payment requirements against any member of the Design-Build entity
- Civil or criminal violations of federal or state law against any member of the Design-Build entity governing equal opportunity employment, contracting or subcontracting.
- Declaration: Provide a declaration that the Design-Builder will comply with all other provisions of the law applicable to the project. The declaration shall state that reasonable diligence has been used in its preparation and that it is true and complete to the best of the signer's knowledge.

8.0 Past Performance Verification Form (PPVF)

GILBERT desires to receive feedback on past performance of your projects. Mail or fax a copy of the attached Past Performance Verification form to Public/Private Agencies, for which you have **substantially completed similar work**, to fill out a copy of

the PPVF for three (3) similar projects. Provide this form to the Owner, or Owner's representative, **directly responsible for oversight of the project** to complete and submit via email prior to the date and time listed on the form. If your firm has completed previous similar work for the Town of Gilbert it is recommended that you utilize this experience. If your firm has not completed prior projects with GILBERT you will not be penalized.

Please list the agency or firm name, address, phone number and contact information for the Agency that will be providing the Past Performance Verification Form on attached **Exhibit A and include as an appendix to the SOQ**. Past Performance Verification Forms will only be accepted from the Agencies listed on Exhibit A.

Zero points will be awarded for projects:

- If Exhibit A is not included in the SOQ.
- If a PPVF is received after the date and time specified on the form.
- If a project is not listed on Exhibit A.
- If a project submitted is not substantially complete.
- If the firm submitting was not the prime Architect/Engineer, Contractor, or Design-Builder.
- If the person responding was not directly responsible for project oversight.

It is the **responsibility of the firm** submitting the SOQ to ensure that the Town receives **all** of the Past Performance Verification Forms prior to the deadline.

9.0 TOWN OF GILBERT CONTACT

Questions may be directed to Jason Kerby, Capital Projects, 50 E. Civic Center Dr., Gilbert, Arizona 85296. Subject line: PR105 Questions

- Email: jason.kerby@gilbertaz.gov

All questions must be received in writing by GILBERT no less than five (5) working days prior to the SOQ submittal due date.

10.0 TERMS AND CONDITIONS

This RFQ does not commit GILBERT to award a contract, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services.

10.1 GILBERT reserves the right to extend the date by which the submittals are due.

10.2 GILBERT reserves the right to cancel, in part or in its entirety, this RFQ including but not limited to: selection schedule, submittal date, and submittal requirements. If GILBERT cancels or revises the RFQ all potential Respondents of record will be notified in writing by GILBERT.

- 10.3 All submittals become the property of GILBERT. Pursuant to ARS Section 34-603G, except for the name of firms on the final list, no information contained in a Statement of Qualifications shall be made public until after award and execution of a contract with a Design-Builder.
- 10.4 GILBERT reserves the right to request additional information and/or clarifications from any or all Respondents to this RFQ.

Firms shall confirm receipt of all addenda issued to this RFQ in its cover letter submitted with its Statement of Qualifications. It is the Firm's sole responsibility to confirm receipt of all addenda issued to the RFQ. Failure to do so will result in the proposal being declared non-responsive. Firms will NOT be notified of addenda by fax. If addenda are issued they will be published on the Town of Gilbert Website at:

<http://www.gilbertaz.gov>

Attachments:

Performance Verification Form (Form CIP1.1.1)
Exhibit A: Past Performance Verification Evaluation Submittals (Form CIP1.1.1)
Preliminary Project Description (Form CIP1.1.2)
Selection Criteria – SOQ scoring for D-B Project (Form No. CIP3.2.3)
Design-Build Contract (Form No. CIP3.3.1)
Architectural Scope & Exhibits for D-B Contract (Form No. CIP3.3.3)